

SARATOGA FIRE DISTRICT - REQUEST FOR DESTRUCTION OF QBSOLETE RECORDS

IDENTIFICATION OF DOCUMENTS

DATE OF RECORD	DESCRIPTION OF RECORD	RETENTION PERIOD	MEANS OF DISPOSAL	DATE OF DISPOSAL
2017+2018	1099s and W2s	AU+4	SHRED	
2019-2020	DENTAL CLAIMS	AU + 5	SHRED	
2024-25	A/R CHECKS	AUDIT	SHRED	
2019-2020	BANK STATEMENTS - G/F AND EWAS	AU + 5	SHRED	
2020	PERS MEDICAL LETTERS RE COVID		RECYCLE	
1993 - 2003	DAVIS & CO AUDIT CONTRACT	T +5	SHRED	
2002-3	LAFCO DRAFT SERVICE REVIEW		RECYCLE	
1980s-1990s	CA FUEL TAX RETURNS		SHRED	
2001	PERS ECONOMIC GROWTH INFO		RECYCLE	
2018-2019	G/L VOUCHERS AND BANK RECS	AU + 5	SHRED	
2015-2020	Q TAXES	AU + 6	SHRED	
2005-16	EMPLOYMENT INFO - MOYLES	T +3	SHRED	
2001-23	EMPLOYMENT INFO - LONG	T + 3	SHRED	
2019-2020	JOURNAL ENTRIES/BANK RECS	AU + 5	SHRED	
2020-2021	JOURNAL ENTRIES/BANK RECS	AU + 5	SHRED	